

Message Text

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PAGE 01 USNATO 03405 041230Z
ACTION EUR-12

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TAGS: TGEN, NATO, OVIP
SUBJECT: SCIENCE COMMITTEE'S 20TH ANNIVERSARY COMMEMORATION-
ADMINISTRATIVE ARRANGEMENTS

1. THE FOLLOWING ARE ADMINISTRATIVE ARRANGEMENTS OF INTEREST
TO U.S. PARTICIPANTS IN THE SCIENCE COMMITTEE'S 20TH ANNI-
VERSARY COMMEMORATION CONFERENCE, APRIL 11-13:

A) HOTEL : PARTICIPANTS HAVE RESERVATIONS AT THE HILTON
HOTEL, 38 BLVD DE WATERLOO (TEL: 5138877).

B) SITE OF CONFERENCE: PALAIS D'EGMONT WHICH IS A FEW
MINUTES WALK FROM THE HILTON.

C) ARRIVAL: MEMBERS OF NATO SUPPORT ACTIVITY (NSA)PROTOCOL
DIVISION WILL MEET AND ASSIST U.S. PARTICIPANTS WHOSE ETA
WE KNOW. IF,BECAUSE OF CHANGED PLANS OR OTHER CONTINGENCIES,
PARTICIPANTS ARE NOT MET, TAXIS ARE AVAILABLE. TAXI FARE
FROM AIRPORT TO HILTON IS APPROXIMATELY BF 500.

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PAGE 02 USNATO 03405 041230Z

D) CONTROL ROOM: PROVIDING CURRENCY EXCHANGE, INFORMATION
AND SECRETARIAL ASSISTANCE, WILL BE SET UP AT HOTEL DURING
CONFERENCE. SPECIFIC HOURS OF OPERATION WILL BE PROVIDED
IN INFORMATION PACKET UPON ARRIVAL.

E) INFORMATION PACKETS: PACKETS CONTAINING SCHEDULES,
ANNOTATED AGENDA AND CONFERENCE PAPER SUMMARIES WILL BE

DISTRIBUTED TO PARTICIPANTS AT HOTEL. SEVERAL RECENTLY RELEASED CONFERENCE PAPERS WILL ALSO BE INCLUDED. NOTE: CONFERENCE PAPERS ALREADY CIRCULATED TO DELEGATION MEMBERS WILL NOT REPEAT NOT BE AVAILABLE AND SHOULD BE BROUGHT TO CONFERENCE BY PARTICIPANTS WISHING TO HAVE THEM FOR REFERENCE.

F) RECEPTIONS: INVITATIONS FOR THE RECEPTIONS ON THE EVENINGS OF APRIL 11 AND 12 WILL BE INCLUDED IN THE INFORMATION PACKETS. SPOUSES OF PARTICIPANTS ARE INVITED EVEN THOUGH THEIR NAMES DO NOT APPEAR ON INVITATIONS. DRESS: BUSINESS SUITS FOR MEN; LONG OR COCKTAIL DRESSES FOR LADIES. TRANSPORTATION WILL BE PROVIDED BY SHUTTLE BUS BETWEEN HILTON AND RECEPTION SITES.

G) LUNCHES: THERE WILL BE NO OFFICIAL LUNCHES DURING THE CONFERENCE BUT THE CONFERENCE ORGANIZERS HAVE ARRANGED FOR SPECIAL BUFFETS TO BE SERVED ON THE FIRST FLOOR OF THE HILTON. PRICE OF BUFFET WILL BE BF 375 PER PERSON.

H) I.D. PASSES: WILL BE PROVIDED IN INFORMATION PACKETS AND MUST BE CARRIED AT ALL TIMES FOR ACCESS TO CONFERENCE SITE.

I) MEETINGS WITH SECRETARY GENERAL: SYG LUNS HAS INVITED SCIENCE COMMITTEE MEMBERS TO COFFEE AT 9:10 A.M. ON APRIL UNCLASSIFIED

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PAGE 03 USNATO 03405 041230Z

11 IN CHAIRMAN'S SUITE OF PALAIS D'EGMONT. HEADS OF DELEGATIONS AND PERMREPS ARE INVITED FOR COFFEE AT THE SAME TIME AND PLACE ON APRIL 13.

J) ACTIVITIES FOR SPOUSES: THERE WILL BE NO SPECIAL PROGRAM FOR SPOUSES BUT A HOSTESS WILL BE AVAILABLE IN THE LOBBY OF THE HOTEL TO PROVIDE TOURIST INFORMATION AND HELP MAKE SPECIAL ARRANGEMENTS FOR TOURS AND TICKETS.

K) CONTROL OFFICER: PATRICK M. FOLAN, USNATO, OFFICE: 241-0040 (EXT 5816); HOME: 770-7828. BENNETT

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